

# PEST MANAGEMENT ALLIANCE GRANT PROGRAM

## PART 4 | GLOSSARY OF TERMS

**ADJUSTMENT**—A minor change to an executed grant agreement not requiring a formal amendment. An adjustment may include a budget adjustment aggregating 10 percent of the Alliance Grant award (e.g., transferring funds between line items), or changes in contact information. An adjustment must be pre-approved in writing by the Grant Manager.

**ALLIANCE PROGRESS REPORT** (Attachment 7)—A one-to-two-page summary that accompanies the Alliance Grant Invoice and provides a brief description of the work performed, milestones achieved, and any problems encountered in the performance of the work.

**AMENDMENT**—A formal change to an executed grant agreement, such as the term dates, scope of work, or due dates. An amendment is needed to move funds between line items in excess of an aggregated 10 percent of the Alliance Grant award. An amendment must have written approval from the Grant Manager, and must be executed by the signatories for both the Department and the Grantee.

**APPLICANT**—A qualified group requesting funds to implement proposed IPM Projects in California. Applicants can be from public or private institutions (e.g., commodity boards, licensed pest control businesses, school districts, or resource conservation districts).

**BUDGET**—A detailed itemization of all eligible costs required to complete the grant project that delineates grant funds requested.

**CONTINGENCY**—Dependent upon conditions or events not yet established.

**DESIGNATED SIGNATORY**—The individual(s) authorized to sign the grant application, the Grant Agreement, and other grant-related documents. Such authority may require a resolution by the local political subdivision's board or council.

**DIRECT COST**—Eligible costs specifically associated with planning and implementing the grant project.

**ELIGIBLE COSTS**—Costs included in the approved Budget and incurred within the grant term.

**EQUIPMENT**—The term equipment, in relation to the grant agreement or line-item budget, refers to any single piece of durable and reusable equipment item costing \$500 or more.

**ENDORSEMENT**—Written approval or validation.

**ESTIMATE**—A written statement of the approximate charge for the grant work proposed, submitted by an individual or company ready to undertake the work.

**EVALUATION**—Assessment methods used to measure the success of the grant project.

**GRANT AGREEMENT OR GRANT**—The legally binding document enumerating the rights and duties of the Department of Pesticide Regulation and the Grantee regarding the Pest Management Alliance Grant. The document consists of a cover sheet, *Terms and Conditions*, *Procedures*, and *Requirements*, the Grantee's approved Work Plan and Budget, and attachments, and is signed by the Grantee's designated signatory and the Director of the Department of Pesticide Regulation or his/her designated signatory.

**GRANT AWARD**—Amount of money awarded by the Department of Pesticide Regulation to complete the proposed grant project.

**GRANT FUNDS REQUESTED**—The total number of dollars requested from the Pest Management Alliance Grant to conduct a project.

**GRANT MANAGER**—The Alliance Grant Manager’s role is to provide support and technical oversight for grant projects. Along with the Grant Program Analyst, the Grant Manager will review and approve project expenditures.

**GRANT PROGRAM ANALYST**—A person designated by the Department of Pesticide Regulation who is responsible for the administrative aspect of the grant agreement. The Program Analyst, along with the Grant Manager, will review, approve, facilitate payment, and track funds expended per line item.

**GRANTEE**—The organization receiving an award from DPR to conduct an Alliance Grant project.

**INELIGIBLE COSTS**—Includes but is not limited to costs incurred prior to the Notice to Proceed, after the end of the grant term and costs not included in the approved budget.

**LETTER OF SUPPORT**—A letter written by businesses, organizations, or community members stating their support of the applicant’s proposed project.

**MANAGEMENT TEAM**—The group that meets regularly to make decisions about the project. The ideal management team is a diverse group that can collectively address all aspects of the pest management project.

**NOTICE TO PROCEED**—The formal letter from DPR authorizing the Grantee to start work on the grant project.

**OPERATING EXPENSES**—Includes but is not limited to printing, postage, office supplies, and equipment of a durable/re-usable nature costing less than \$500.

**OVERHEAD COSTS**—Expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the grant.

**PEST MANAGEMENT ADVISORY COMMITTEE (PMAC)**—A broad group of stakeholders established in law (FAC Section 12536) to advise DPR on pest management issues. It is comprised of growers, processors, industry, public interest groups, public and private research and educational institutions, government agencies, and individuals knowledgeable about pest management.

**PROGRESS REPORT**—A detailed description of all work completed to date that includes an indication of the state of completion (percentage) of all the tasks listed in the Work Plan, a discussion of anticipated accomplishments for the next reporting period, a discussion of problems or special situations encountered during the reporting period and the Grantee’s response to those problems or situations, plus a copy of all final public education, advertising, or promotional materials produced, purchased, and/or distributed with grant funds.

**PROJECT COST**—All costs incurred by the Grantee in performing the grant project. (The Alliance Grant will only reimburse eligible costs incurred by the Grantee.)

**PROFESSIONAL AND CONTRACTUAL SERVICES (CONTRACTS)**—Budget line item used when the grant recipient contracts out services that require a recommended course of action or personal expertise.

**PRINCIPAL INVESTIGATOR**—An employee designated by the grant recipient’s organization, responsible for the management of the technical and administrative aspects of the grant agreement. The Principal Investigator is ultimately responsible for the completion of the project and adhering to the terms of the agreement.

**REASONABLE COSTS**—Moderately priced for the geographical location.

**RESOLUTION**—A formal authorization by the local political subdivision with authority to participate in, or apply for, and accept this grant, as applicable.

**RÉSUMÉ OR CURRICULUM VITAE**—A brief, written account of personal, educational, and professional qualifications and experience.

**SIGNATORY AUTHORITY**—The person duly authorized and empowered to execute in the name of the applicant all grant-related documents.

**TASKS**—The specific activities conducted to complete a grant project.

**TARGET GROUP**—Typically a small group (e.g., local growers in a statewide commodity, local golf course association, city parks and recreation department, or regional water quality coalition) of a larger related group that will be the target of project activities and that will be used to measure project success.

**TEAM PARTNERS**—Those involved in the activities of the Alliance Grant project but not part of project management.

**SCOPE OF WORK/WORK PLAN**—The detailed listing of all tasks and subtasks necessary to complete the proposed grant project. Formally termed “Methodology.”